



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

SINGLE FAMILY CONSTRUCTION PERMITS

No building or electrical, mechanical, or plumbing system shall be constructed, enlarged, altered, repaired, moved, demolished, or changed without first obtaining a permit. Building, electrical, mechanical, plumbing, right-of-way disturbance, and grading permits may be required.

APPLYING FOR A PERMIT...

Starting a major home project can be a bit intimidating. Figuring out what permits and submittal materials are required is often confusing for a single family homeowner. The City of Snohomish staff is here to help you through the process. This handout is an excellent tool to help you get started. If you have any additional questions, feel free to speak with a Planning and Development Services staff member at City Hall, 116 Union Avenue, or by calling 360-568-3115.

when do I need a permit?

Permits are required for the following projects:

- New dwellings
- Additions to an existing dwelling
- Carports
- Decks
- Fences, in certain areas of the City
- Exterior doors and windows that require a new opening
- Electrical circuits and service (permit obtained from the Dept. of Labor & Industries)
- New fireplaces or wood-burning stoves
- Garage conversions
- Home-business conversions
- Interior remodels
- Accessory Dwelling units
- Furnaces
- Water heaters
- Relocation of plumbing fixtures
- New hose bibs or drinking fountains
- Irrigation systems
- Gas piping
- Retaining walls above 2 feet in height
- Roofing
- Fire sprinklers, fire alarms, fire suppression systems
- Cut and/or fill of dirt in excess of 6 cubic yards

when is a permit not required?

Permits are *not* required for the following projects:

- Sheds less than 120 square feet
- Retaining walls less than 2 feet in height
- Replacement of decking without replacement of structural supports
- Nonstructural siding, papering, tiling, carpeting, flooring, trim work, cabinets, countertops, and similar finish work
- Swings, slides and other playground equipment
- Nonstructural repairs and maintenance
- Household appliance replacement in the same location without modification to gas, plumbing lines, or electrical circuits
- Landscaping projects such as laying sod or hydroseeding
- Pre-fabricated, above-ground swimming pools less than 24 inches deep with a water capacity of less than 5,000 gallons
- Maintenance of heating/cooling equipment (replacement of filters, etc.) that does not alter the equipment
- Emergency repairs may be done without prior approval; however, permits must be submitted within 24 hours (or next business day) and work must be left exposed for inspection

when do I need a grading permit?

Grading permits are required for any projects involving excavation or fill of dirt in excess of 6 cubic yards, except for special circumstances such as sites controlled by other regulations (a building permit). **NOTE:** 100 cubic yards or more of cut or fill requires a SEPA environmental review, and additional fees.

when do I need a right-of-way permit?

Right-of-way permits are required for the following activities:

- Hauling for clearing and grading
- Some demolition projects
- Driveway work within the public right-of-way
- Any action that will result in the disturbance of a public sidewalk or right-of-way



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LOCATION IS EVERYTHING...

zoning and setbacks

Every property in the City of Snohomish has an assigned land use designation, which dictates appropriate uses of that parcel. It is important to know your land use designation to determine the required setbacks for your project. Structures cannot be built in required setback areas. Contact the Permit Coordinator to find out the land use designation of your site as well as the required front-, rear-, and side-yard setbacks.

historic district – additional requirements

Any work, except for interior remodels, proposed within the City of Snohomish Historic District will require additional design approval. These projects will be reviewed by the Design Review Board (DRB). Proposals requiring DRB review must be submitted by the 15th of the month, for review the following month. Additional information on the DRB is available at City Hall.

critical areas – additional requirements

Any work proposed within a City of Snohomish designated critical area will require additional land use approval. Critical areas include wetlands, rivers, streams, shorelines, steep slopes, habitats, and floodplains. Additional setbacks to structures from critical areas will be required in most situations. If sensitive environmental conditions are present on your site, please contact Planning and Development Services and speak with a staff member for additional requirements. Technical analysis or studies by a qualified professional may be required for permit approval.

KNOW YOUR PROPERTY...

plat restrictions

Plats and short plats often have conditions and restrictions that affect building placement, height, and disturbance of land and vegetation. Title reports contain the recorded plat number or may also include a list of conditions. You can obtain an official copy of your plat map or deed by contacting Snohomish County Public Records at 425-388-3483.

easements

Knowing the location of any easements will help you avoid building within easement areas. You must keep easements clear of structures for maintenance and access. Public and private easements for access, utilities, and other purposes can be found on the title report for your property and/or the recorded plat. Please note that the City of Snohomish does not regulate or enforce private easements.

covenants & restrictions

Some properties have private covenants and restrictions that are part of a homeowner association's agreement. Information regarding private covenants and restrictions can be found in title reports, or by contacting the homeowner's association.

title information

Title reports are a valuable resource. Not only can you find legal information regarding your property, you may also find information regarding easements, private covenants/restrictions, and vegetation removal limitations. Title reports can be obtained through any title company, and are included in the paperwork associated with the property's purchase.

surveys

Some applications require submittal of a survey; however a simple hand-drawn site plan is adequate for most residential alterations. It is always beneficial to know the accurate location of property lines and easements. Hiring a professional licensed surveyor can provide peace of mind, and could make any future projects much easier.

records

You should not underestimate the importance of knowing the history of your property. Knowing this information can help you avoid conflicts with adjacent property owners or homeowner's associations. Historical information on plats, surveys, deeds, and easements can be obtained from the Snohomish County Auditor's Public Records desk, at 3000 Rockefeller Avenue in Everett, or can be reached by phone at 425-388-3483. Information on past permits can be another helpful source of information for future submittals. Past permits can be viewed by accessing your address file at City Hall, 116 Union Avenue. City staff will be happy to assist you.



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THE PATH TO A SUCCESSFUL PROJECT...

how much will the permit cost?

Fees are based on the estimated value of work, which is provided by the applicant or the contractor. If you are doing the work yourself and do not know how to calculate the value, we can help you.

Permit fees include a plan check fee which is 75% of the building permit fee calculation and is collected at submittal. The building permit fee is collected at permit issuance. Some permit types include a base charge as well. In addition, impact fees to schools, parks, and traffic may apply.

how long will it take to get my permit?

The review period varies by project type. Complex projects will take longer to review than simpler ones. You should plan on plenty of time before the permit is approved and processed. To ensure a more rapid review of your submittal, make sure that all appropriate application materials are filled out completely, and that plans and drawings show all the information listed in the submittal checklist.

where can I find application forms?

Forms for all types of permits are available in hard copy at Snohomish City Hall, 116 Union Avenue, or the .pdf files can be accessed and printed from the City's website, at <http://www.ci.snohomish.wa.us/>. If you have questions about a form, speak with a Permit Coordinator at 360-568-3115, or come in to City Hall.

do I need to have my work inspected?

Inspections are required at each phase of your project, and must be requested in advance by the applicant. To schedule an inspection, call the Inspection Request line at 360-282-3172, and leave a message.

do I need a pre-application meeting?

Before applying, you are encouraged to share your ideas with city staff. Early discussion may help to facilitate a rapid review of your application. Pre-Application Review meetings are a great opportunity to get early guidance from city staff on policies, regulations, and code compliance before investing in costly engineering plans. Pre-Application forms and additional information are available at City Hall.

do I need to hire an architect or engineer?

Depending on the scope of work involved in your project, an Architect or Engineer, registered in the State of Washington, may be required to prepare your drawings and calculations. The plans must be "wet-stamped" and signed by the Architect or Engineer licensed to perform the work. Examples of what may trigger this requirement are civil, structural, mechanical, energy and fire suppression work. The architect or engineer stated on the record at the time of application will become the architect or engineer of record throughout the entire project.

do I need design review approval?

If your project is within the Historic District, and it involves alteration to the exterior of an existing structure or site, new construction, signage, or fences, it will need to be reviewed by the Design Review Board (DRB). The DRB meets monthly and reviews for compatibility with the historic architecture of Snohomish. Outside the Historic District, proposals will be reviewed by city staff for compliance with the *Design Standards and Guidelines outside the Historic District*. Each development or redevelopment project shall be evaluated with regard to how it achieves an overall design that meets the intent and directions of the Design Standards.

are street and utility improvements required?

The City may require, as a condition of issuing a Building Permit for substantial improvements on the site, improvements or repairs to the adjacent curb, gutter, sidewalks, water, wastewater and/or storm water utilities. The City Engineer may waive one or more of these requirements if the existing utilities are in good condition, or if constructing the proposed improvements would not result in drainage problems or an unsafe condition. Plans for required improvements within the rights-of-way must be prepared by a Civil Engineer licensed in the State of Washington. The required improvements must be staked for construction by a professional land surveyor. A Right-of-Way Disturbance permit is required for all work within the right-of-way.



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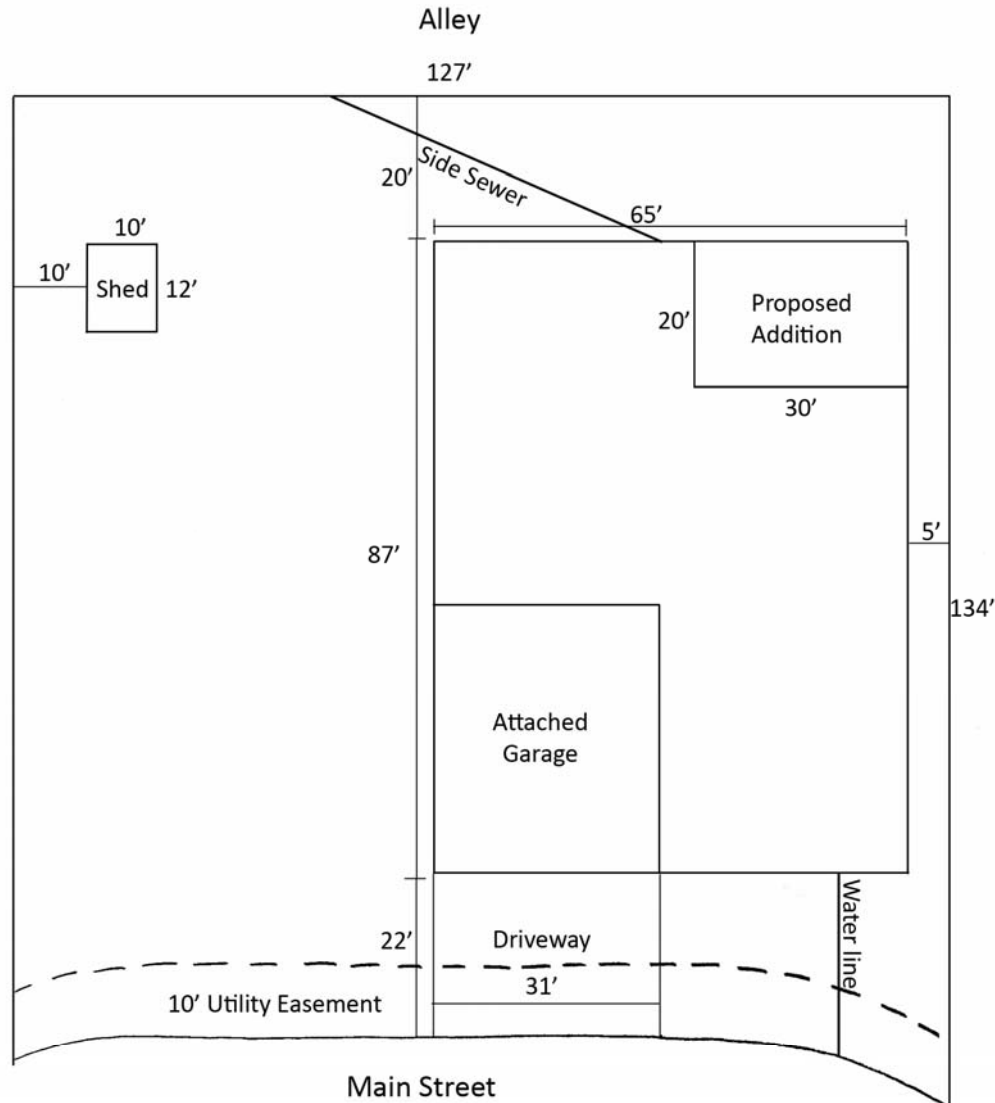
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SINGLE FAMILY SITE PLAN

A site plan is an aerial view drawing of existing and proposed conditions on a property. The applicant is responsible for verifying accurate locations and dimensions of property lines, setbacks, rights-of-way, and easements. A site plan must include the information listed in the submittal checklist. Aerial photographs are not acceptable site plans.

NOTE: A site plan is not required if your project is limited to the interior of your home and will not alter the building footprint in any way.



Address: 1234 Main Street
Parcel Number: 00012300010040
Existing Building Size: 5,055 s/f
Proposed Addition: 600 s/f
Proposed Building Size: 5,655 s/f

Total Lot Size = 16,468 s/f



1" = 20'

